



**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
Granite Reef Wash
Final Design Improvements**

Project No. F0201

May 20, 2010

The City of Scottsdale is accepting statements of qualifications from qualified engineering firms for professional services for the final design of Granite Reef Wash Improvements project. This project will design and produce final construction plans for mitigating potential flood hazards within the drainage corridor bounded by Thomas Road, Pima Road, Granite Reef Road, and McKellips Road. The project limits are shown in the attached exhibit.

BACKGROUND

The goal of the city's ongoing stormwater management system improvement program is to identify areas of concern and upgrade components of existing storm water management systems in various areas of the city. The Granite Reef Wash in the southern part of Scottsdale has significant drainage problems. Historically, various hydrologic studies have been performed to quantify the flows in the wash that have resulted in varied flow results. The most recent study was the *Granite Reef Wash Drainage Study & Preliminary Design Improvements Project* prepared by PSOMAS in 2010 which included revised hydrology and 30% design plans for storm drain conduit in the Pima Road right-of-way. Please contact the contract administrator for a CD containing the preliminary work performed.

To this end, the city is seeking the services of an engineering firm for the preparation of final design plans for the proposed storm drain system. Note that the northern and southern limits of the Granite Reef Wash are bounded by the Salt River Pima-Maricopa Indian Community (SRPMIC), and any potential design alternatives outside the City of Scottsdale city limits will need concurrence from the SRPMIC.

ABBREVIATED SCOPE OF WORK

This abbreviated scope of work should not be construed as being final and comprehensive. A final scope of work will be prepared during contract negotiations with the selected firm. The selected firm will be required to perform or provide some or all of the following services as needed on this project:

1. Compile and evaluate existing information including, but not limited to, as-builts, utility maps, and studies by other agencies and by City of Scottsdale.

2. Perform all necessary field survey work to prepare the final designs, engineering plans and specifications.
3. Prepare the necessary design, hydraulic studies and cost estimates for existing and proposed infrastructure.
4. Coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
5. Coordinate review and approval of construction plans with City of Scottsdale Departments. An in-house review team consisting of CPM, Transportation, and Stormwater will review all submittals.
6. Prepare construction documents, special provisions, engineers estimate, bid proposals, and assist in bidding of the project. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
7. Coordinate the development of the plans with other agencies as required. Other agencies will include at a minimum Salt River Pima-Maricopa Indian Community (SRP-MIC) and Maricopa County Flood Control District (MCFCD).
8. Coordinate review and approval of the construction plans with City of Scottsdale staff.
9. Attend all meetings related to these projects as required by city staff, including, but not limited to, monthly design meetings, public meetings, and city council meetings.

CONTRACT AND FEES

The selected firm will negotiate with the city regarding the contract, scope of work and fees.

DELIVERABLES

The selected firms may be required to perform or provide the following services:

Design and Construction Document Phase– (60%, 90%, 100% & final plans)

1. The Engineer will review and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project
2. The Engineer will prepare the necessary design and cost estimates for all infrastructure required for the project elements.
3. The Engineer/surveyor will prepare the necessary right-of-way easements, and other conveyances: descriptions and exhibits.
4. The Engineer will coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.

5. The Engineer will coordinate the review, approval and obtain Certificate of Approval to Construct from the governmental agencies having jurisdiction over this project
6. The Engineer will coordinate the review and approval of final plans with City of Scottsdale Departments. An in-house review team consisting of CPM, Water Resources, and Quality Compliance will review all submittals.
7. The Engineer will prepare a basis of design report, contract documents, special provisions, engineers estimate, assist with the preparation of bid documents, and assist in bidding of the project. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
8. The Engineer will attend all meetings related to these projects as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and City Council meetings. Prepare presentation materials as necessary for public meetings and City Council meetings.
9. Public Involvement will include 3 meetings with residents adjoining the Granite reef Wash: one for public input, one for concept presentation and third for recommended concept presentation.

PRE-PROPOSAL MEETING

Pre-submittal Conference will be held on Tuesday, June 1, 2010 in the Civic Center Library Auditorium at 1:30 p.m. The library is located at 3839 N. Drinkwater Boulevard Scottsdale, AZ 85251. Attendance will be limited to no more than two representatives per firm. It is **NOT** mandatory that your firm attend the pre-proposal meeting.

SUBMITTAL REQUIREMENTS

Reply to this request with a **digital submittal in Adobe PDF** format by uploading your submittal at <http://dropbox.yousendit.com/CityofScottsdale-CapitalProjects>. **The subject line of the email MUST READ: Granite Reef.** The RFQ may not reach the Contract administrator should you use incorrect subject line and consequently, City shall not be responsible for not receiving and evaluating your RFQ.

Limit your submittal to ten (10) 8½" x 11" pages (text on one side only). Pages that have project photos, charts, and graphs will count toward the maximum number of pages. However, a cover letter and cover will not be considered part of the ten-page limitation, nor will resumes. Resumes for each key team member shall be limited to a maximum length of one page, must not include pictures or submittal information, and should be incorporated as an appendix at the end of the SOQ. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Submittals that exceed the ten-page limitation will not be considered.

Please address the following:

1. **Team Members.** List the name of the prime consulting firm submitting the SOQ, along with address, contact person, telephone number, and e-mail address. Include similar contact information for each member of your declared team, along with the role each member will play. Identify the major sub-consultants on your team. This is informational, only, and will not be evaluated.

2. Firm's Capabilities. Briefly describe three similar projects that your firm has completed in the past five years. Provide specific experience in the design of facilities with similar amenities to this project. List the members of each project team and the role played by each member. Please provide references with complete contact information for each project.
3. Project Features. Identify three significant factors that will be critical to successfully constructing the Granite Reef Wash project. Discuss the techniques your firm would use to resolve these project issues.
4. Project Approach. Describe design strategies your firm would recommend to implement the Granite Reef Wash project
5. Project Schedule. Provide a graphic project schedule that identifies significant issues/tasks, relationships between tasks and time frames required to address the completion of the project.
6. Existing City Contract. Identify your firm's and members of the team's existing contracts (sum of prime and sub-consultants') with the City of Scottsdale. The following criteria will be used in the evaluation process:
Total remaining contract Dollar amounts:

\$0 to \$100,000	5 pts
\$100,001 to \$750,000	3 pts
Over \$750,001	0 pts

EVALUATION CRITERIA

Evaluation of the submittals will be based on the following:

<u>Evaluation Criteria</u>	<u>Points</u>
Firm's Capabilities	0-25
Project Features	0-30
Project Approach	0-30
Project Schedule	0-10
Active Contracts	0-5

SELECTION PROCESS

The City's evaluation team will review and score each Statement of Qualifications received based on the Evaluation Criteria above in order to determine a "shortlist" of three (3) to five (5) firms for the interview phase of the selection process. A separate evaluation process for the interview phase will determine the highest qualified design team for the contract negotiations. The City of Scottsdale reserves the right to dispense with the oral interviews and proceed directly to negotiations with the highest ranked firm.

INTERVIEW PHASE TIME AND PLACE

If required, we anticipate holding interviews during the week of July 19, 2010. City will provide time and location to the shortlisted firms.

INTERVIEW PHASE REQUIREMENTS

Each short-listed team shall be ready to make a presentation to the City. The presentation should focus on Project Approach. Twenty (20) minutes will be allocated for each team to make a

presentation on the team's knowledge of the project requirements and its ability to tailor these requirements to meet the project budget. The presentation will be followed by a 10-minute question and answer period from the interview panel. Preparation and technical setup will be allowed prior to the start of the interview.

INTERVIEW PHASE EVALUATION CRITERIA

<u>Points</u>	<u>Criteria</u>
40	Project Approach
30	Team's experience with similar projects
15	Local Knowledge
15	Interview panel's overall impression

INDEMNIFICATION & INSURANCE REQUIREMENTS

The City of Scottsdale requires the selected team to execute an Architectural Services Contract. The City has the basic format of this contract on its website:

www.scottsdaleaz.gov/Assets/Public+Website/projects/Capital+Projects/arch10.pdf

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to sign Scottsdale's Standard Architectural Services Contract. Questions regarding insurance and indemnification shall be addressed prior to submittal in writing, by email, to the email address listed at the end of this document.

For firms submitting Statements of Qualifications, the City requires a statement in the SOQ that the firms have read and understood all the elements laid out in the Architectural Services Contract.

GENERAL INFORMATION

1. City Website – This Request for Qualifications will be posted on the city's website. The address is <http://www.scottsdaleaz.gov/projects/CapitalProjects/RFQ.asp>
2. Instructions – The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be posted on the City's website.
3. City Rights – The City of Scottsdale reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.
4. Release of Project Information – The City of Scottsdale shall coordinate the release of all public information concerning the project, including selection announcements and contract awards. Firms desiring to release information to the public must receive prior written approval from the City.
5. Contact with City Employees – All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to

create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contacts on this selection process should be addressed in writing to the authorized representative identified below.

6. Questions. Questions pertaining to the consultant selection process or contract issues should be directed to Vivek Galav, Senior Project Manager of the Capital Project Management Office.

STATEMENT OF QUALIFICATIONS SUBMITTAL TIME AND PLACE

Submittals will be received no later than 3:00 p.m. on Thursday, June 17, 2010. The City reserves the right to modify this Request for Statement of Qualifications at any time.

All submittals should be delivered to:

Vivek Galav, Senior Project Manager
VGalav@scottsdaleaz.gov
CITY OF SCOTTSDALE
CAPITAL PROJECT MANAGEMENT
7447 E. Indian School Road, Suite 205
Scottsdale, AZ 85251